

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 6212

**TITLE:** ASSISTANT SUPERVISOR OF FACILITIES SUPPORT

**GRADE:** S-25

**DEFINITION:**

Under supervision, to assist in planning, directing, and coordinating a major section of the plant operation and/or maintenance program; and to do related work as required.

**TYPICAL TASKS:**

Performs all requests and delegations of duty made by supervisor;  
Receives work requisitions for various areas and indicates appropriate actions;  
Assigns work to subordinates;  
Expedites work through continuous checks and inspections;  
Coordinates such job factors as workmanship, costs, transportation, and materials;  
Confers with supervisors, officials, and subordinates to clarify and communicate knowledge of standing School Board and maintenance policy regarding all work being done;  
Works directly with foremen and tradesmen to minimize and handle sectional personnel problems;  
Maintains inventory of necessary supplies and materials;  
Checks and issues required forms for requisition of inventory items;  
Answers phone calls and gives information to the public;  
Acts for supervisor in his absence;  
Assists with shop work and emergency situations as needed;  
Attends meetings and conferences;  
Prepares reports.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of appropriate policies, principles, practices, materials, and equipment;  
Ability to assist in planning and directing the program of the section to which assigned;  
Ability to supervise subordinate personnel;  
Ability to use sound judgment;  
Ability to maintain effective relationships with the public and fellow employees;  
Ability to communicate effectively, both orally and in writing;  
Ability to maintain records and prepare reports.

**EMPLOYMENT STANDARDS:**

Graduation from high school and three years of related supervisory experience; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

REGRADED:            March 6, 2009